

# APPLICATION FOR AIR FORCE SUPPORT

## Overview

The intent for Air Force community engagement is to increase our presence in regional and rural areas whilst also attending events that are large enough in scale and/or impact to warrant the use of Defence resources. Whilst some national or state events do receive recurring support from Air Force, **repeated support is not guaranteed for community events**. This is due to both resource constraints and the desire to vary the geographical location and community presence of Air Force support.

Please note that approval is unlikely for requests for participation in private events such as weddings, school fetes or fairs, and carnival-style events, or events where safety, commercial or exposure concerns are apparent. Furthermore, if Air Force agrees to support your event, please be aware that operational circumstances **may cause withdrawal** of part or all support to the event at short notice.

This form is to be used to request support from –

- Air Force Public Relations (PR) Assets - Roulettes, Air Force Band, Air Force Balloon, and Air Force Museum Point Cook
- operational aircraft eg Fast Jet, C-17 Globemaster, C-130 Hercules
- Australian Air Force Cadets (AAFC)

All requests for ceremonial support such as ANZAC Day, or local-level support, such as guest speakers or Base tours, are required to go through Joint Operational Support Staff (JOSS). For ceremonial support please use the appropriate ceremonial request form, and for local support please contact JOSS in the relevant state. Details are available at:

<http://www.defence.gov.au/ceremonial/CeremonialRequests.asp>

For support from Defence Force Recruiting contact [HQDFR.SPTREQ@defence.gov.au](mailto:HQDFR.SPTREQ@defence.gov.au)

This application form must be received at least **eight weeks** prior to the date of your event – **twelve weeks for Roulettes**. Applications will not be considered if received inside this timeframe.

Please complete this form with as much information as possible to facilitate full consideration of your request. Simply type your answers into the box beneath each question. The box will re-size itself to accommodate your answer.

Save your form as 'Air Force Support – *Event name* – *event date*' and once complete, return via e-mail to: [AFHQ.Request@defence.gov.au](mailto:AFHQ.Request@defence.gov.au)

**If e-mail is not available, you can post your form to:**

Headquarters 28SQN - PR Assets Manager  
Bldg 178, Waller Rd  
HMAS Harman  
Canberra ACT 2609  
Ph: (02) 6127 6817

# AIR FORCE



## EVENT DETAILS

Q1. Name of event

A1.

Q2. Location of event – town and state. If you are requesting a flypast, please also provide latitude and longitude of flypast location.

A2.

Q3. Requested date of participation

A3.

Q4. Requested time of participation

A4.

Q5. Can participation occur outside these times? (If so, provide alternative)

A5.

Q6. Resource Requested

A6.

### PR ASSETS

**Air Force Roulettes**

Flypast

Flying Display

Static Display

**Air Force Balloon**

Static Display

Tethered Flight

Untethered Flight

(Please note that there are specific conditions that may exclude the Balloon from supporting your event eg weather and space available. Applications will be considered on a case-by-case basis.)

**Air Force Band**

Ceremonial Band

Concert Band

Big Band

Wind Quintet

Brass Quintet

Jazz Group

Clarinet Quartet

Drum Corps

Drummer

Bugler

**Air Force Museum**

Flypast

Static Display

**OPERATIONAL AIRCRAFT**

Do you have a preference for type? eg. F18, C17, C130. Please specify.

(We will do our best to accommodate your request, however an alternate resource may be assigned due to operational or logistical constraints)

**AAFC**

Please describe how you see the AAFC participating in your event. Cadets are not to be used for traffic marshalling, set up/pack up of events etc.

**Q7. DETAILS OF POINT OF CONTACT FOR LIAISON WITH AIR FORCE**

**A7.** Name:

Organisation:

Phone:

E-mail:

Q8. Provide details of your organisation and its previous experience in delivering similar events.

A8.

### **SPONSORSHIP**

Q9. Please list event sponsors, if any.

A9.

Q10. Is there any political stakeholder interest or involvement in this event? If so, please specify.

A10.

### **EVENT THEMES AND AUDIENCE**

Q11. What is the overall theme of the event?

A11.

Q12. How will the event support Air Force reputation and recruiting initiatives?

A12.

Q13. What is the estimated audience size and demographic — live and broadcast — for the Air Force participation? Please state numbers for the Air Force involvement period only, not the event on a whole.

A13.

Q14. Will there be a professional public address system available to promote and/or support Air Force's participation? Is it proposed to provide a professional commentator during the participation?

A14.

### **PROMOTION AND PUBLICITY**

Q15. Has Air Force participated at this event in the past? When? What media coverage was received in connection with its participation?

A15.

Q16. What pre-event and event publicity do you intend to undertake to generate community interest in Air Force's participation? Is there a written Public Affairs Plan available to Air Force?

A16.

Q17. Is your Promotions/Publicity Manager prepared to convey Air Force key messages and branding to media and other outlets?
A17.
Q18. What media coverage do you have planned during the Air Force participation?
A18.
Q19. Is Air Force's participation intended to be a focus of the program and broadcast by the media?
A19.
Q20. Will a program entry be provided acknowledging Air Force participation?
A20.
Q21. Will Air Force members attending the event be able to meet members of the organisation, sponsors and public during or after their participation?
A21.
Q22. How do you intend to measure and report the event's success? Does this include consideration of the impact of the Air Force participation?
A22.
Q23. Are you prepared to provide a post activity report to Air Force Public Affairs and if so, within what time frame?
A23.
<b>AERIAL DISPLAYS</b>
Q24. If the request is for an aerial display, will there be other aerial displays during the event?
A24.
Q25. What air traffic control is in place? Please give details.
A25.
Q26. Does your insurance cover aircraft participation? (Please note that insurance currency and indemnity will be sought prior to approval.)
A26.
Q27. What events will be occurring on the ground during the requested aerial

display?

A27.

Q28. Are there any environmental issues or sensitivities eg noise Air Force should be aware of?

A28.

Q29. Is there an entry fee to the event? If so, how much?

A29.